

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road, P.O. Box 269101  
Sacramento, California 95826-9101

CAAG-SP

17 May 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-41 - Expires 4 June 2010

1. The Military Department is accepting applications for the State Active Duty permanent position indicated below. The selected applicant will be provided an initial limited-term appointment, which is greater than six months and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal, retired, or California State Military Reserve pay grade, not to exceed E-6.*** This vacancy announcement will expire on 4 June 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	Administrative NCO (SAD E-6)
b. EMPLOYMENT LOCATION:	Joint Force Headquarters, Sacramento, CA
c. PROJECTED EMPLOYMENT DATE:	1 July 2010
d. SELECTING SUPERVISOR:	Executive Officer, Command Section

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-5 through E-7 may apply.

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. ***Attach certification of highest level of education.***

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.

e. Must have knowledge of JFHQ administrative policies and procedures.

f. Must be able to perform duty during irregular hours and on weekends and travel overnight when necessary.

g. Must qualify for security clearance up to Secret level.

h. Must possess a valid state driver's license. ***Attach a copy of your current driver's license.***

i. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve or a Retired California Army/Air National Guard service member, complete and sign our height, weight and military appearance

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verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

j. Appropriate military uniform with federally recognized, or CSMR recognized, rank and will be worn in accordance with military regulation.

4. Desirable qualifications include:

- a. General knowledge of California National Guard organizational structure.

5. Principal duty functions:

The Administrative NCO works under the direct supervision of the Administrative Officer/Assistant Executive Officer and functions under the general supervision of the Executive Officer. Incumbent's responsibilities include:

- a. Incumbent reviews, screens and edits correspondence prior to distribution, submission for signature, and other disposition.
- b. Plans and organizes office operations to include publications and forms administration ensuring military office administrative procedures are adhered to.
- c. Writes office standard operating procedures (SOPs).
- d. Functions as the lead trainer for all divisions on proper formatting, processing and protocol of military memorandums, job descriptions, command directives, officer evaluation reports, and military awards.
- e. Serves as the custodian of classified documents. Requisitions, receives, inventories and signs hand receipts for office equipment. Coordinates with other organizational elements and staff section NCOs and officers. Signs receipts for logs, inventories, files, and secures classified documents. Prepares documents for destruction or other disposition. Ensures proper accountability of documents based upon degree of classification.
- f. Refers correspondence to appropriate staff section to reply, and follows-up to insure deadlines are met. Arranges correspondence for administrator's personal reply in order of priority with appropriate correspondence on a wide range of subjects requiring a thorough knowledge of military procedures and policies.
- g. Attends meetings and conferences, takes and/or summarizes notes into minutes, and distributes minutes. Screens a variety of visitors and telephone calls, and where appropriate, personally provides authoritative information on established agency programs and policies. Arranges meetings for administrators, prepares agendas and makes adjustments as necessary.
- h. Serves as a qualified protocol NCO during dignitary visits and military events. Supports or supervises Soldier work details for military ceremonies and events.
- i. Incumbent will be required to drive director and other senior staff in emergency vehicles.
- j. During State emergencies, incumbent will be required to work extended hours without days off.
- k. Provides operational support to the State Senior Enlisted Advisor.
- l. Performs other duties as required within Administrative NCO parameters.

6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member

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Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on 4 June 2010. Applications will not be accepted via fax or e-mail. Only applicants currently serving on active duty Title 10 OCONUS orders may submit their applications, along with all required documentation, via e-mail to [cheryl.arbaugh@ng.army.mil](mailto:cheryl.arbaugh@ng.army.mil). Submit T10 orders with e-mailed documents.**

FOR THE ADJUTANT GENERAL:

*Jeffrey W. Magram (17 May 10)*  
JEFFREY W. MAGRAM  
Lieutenant Colonel, CA ANG  
Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed your application form?	
Have you attached certification of your highest level of education?	
Have you attached a copy of your current driver's license?	
Have you attached a copy of your height, weight & physical fitness verification?	